URFinancials Project
Accounts Payable Special Interest Group
January 23, 2014 SIG Agenda

1) UR Financials Project Updates
   a) Less than 23 weeks until go-live!
   b) Upcoming testing and participants
   c) Training plan
   d) Reporting SIG plan

2) Suppliers and Banking Updates
# Testing Timeline: Jan. – May 2014

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<tbody>
<tr>
<td>T2 Scenarios Written &amp; Data Prep</td>
<td>T2 Execution &amp; Issue Resolution</td>
<td>T3 Scenarios Written &amp; Data Prep</td>
<td>T3 Execution &amp; Issue Resolution</td>
<td><strong>WD22 Release</strong></td>
<td><strong>WD22 Test Preparation</strong></td>
<td><strong>WD22 Testing &amp; Issue Resolution</strong></td>
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**Key Events**
- WD22 Test Preparation
- WD22 Testing & Issue Resolution
- Daily Testing Update Meeting

**Tests**
- Load Test
- Disaster Recovery Test
- Performance Test
- Regression Test
- System Cutover Test

**Cutover Begins**
# Test Cycles Defined

<table>
<thead>
<tr>
<th>Test Cycle</th>
<th>Test Scope</th>
<th>Script</th>
<th>Data Sheet</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td><strong>TC1-Component Testing</strong></td>
<td><strong>Functional Component and Small Pieces of Business Process</strong></td>
<td>Simple Scripts that validate discrete functions and small pieces of business processes</td>
<td>Variety of data examples from different Areas that test normal business transactions and exceptions</td>
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<tr>
<td></td>
<td>• Journal Entries</td>
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<td>• Intercompany Journal Entries</td>
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<td></td>
<td>• Ad hoc Bank Transactions</td>
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<td></td>
<td>• Supplier Invoices</td>
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<tr>
<td></td>
<td>• Allocations</td>
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<tr>
<td></td>
<td>• Create Award and Award lines</td>
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<tr>
<td></td>
<td>• Run reports to verify</td>
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<td><strong>TC2-End To End</strong></td>
<td><strong>Business Process Scenario</strong></td>
<td>Scripts developed in TC1 Component Testing executed in order to validate business processes strung together.</td>
<td>Common data that will be used across teams to validate business process groupings</td>
<td>Data Conversion</td>
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<td>More complex scenarios across process groups</td>
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<td>Unit Testing for Reports and Integration</td>
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<td></td>
<td>• Supplier invoice, approve, settle, and create payment</td>
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<td>• Ad hoc bank transactions, reconcile to bank statement</td>
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<td>• Grant related transactions, sponsor invoice, perform LOC draw, apply against accounts receivable, apply cash</td>
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<td>• “Pro forma” financial close</td>
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<td></td>
<td>• Reports</td>
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<tr>
<td><strong>TC3-Day In The Life</strong></td>
<td><strong>Role Scenarios</strong></td>
<td>Role based testing that focuses on representative security and comprehensive business process validation</td>
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<td>Security</td>
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<td>• All processes / functionality</td>
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<td>Reports</td>
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<td>• Integrations</td>
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<td>Integrations</td>
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<td></td>
<td>• Data Conversion</td>
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<td>Negative Testing</td>
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<td>• All roles and representative user security in place</td>
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<td>• Browser Testing</td>
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<td>• Multiple ways to hit the transaction for edits</td>
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<td>• All reports with complete specifications</td>
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<td>• Full closing of a period</td>
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TC1: Component Testing
- Validate business processes and expose any configuration or setup issues through testing of discrete functions inside of the Workday application.

TC2: End To End
- Validate business process grouping throughout Workday application. Data conversion and reports are prerequisites for this test and must be unit tested prior to this test cycle.

TC3: Day In The Life
- Builds on the End-to-End test by including all interfaces, all forms, and representative security in a comprehensive business process validation.
<table>
<thead>
<tr>
<th>Module</th>
<th>Content Duration</th>
<th>Time Period</th>
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<tbody>
<tr>
<td>Workday Fundamentals eLearning (1 hr)</td>
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<td>April – May 2014</td>
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<td>Forms for Workday (total of 1 hr of screen-based video job aids w/audio to be made available on existing Web site)</td>
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<tr>
<td>ILT Module 1: Workday for Accounts Payable (Full day; 6 hrs content)</td>
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<td>June – August 2014</td>
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<td>ILT Module 2: Journal Processing (Full day; 6 hrs content)</td>
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<td>ILT Module 3: Workday for Banking and Settlement (Half day; 3 hrs content)</td>
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<td>ILT Module 4: Workday for Grants (Full day; 6 hrs content)</td>
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<td>ILT Module 5: Workday Reporting (3/4 day; 5 hrs content)</td>
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<tr>
<td>ILT Module 6: Financial Close Processing (3 full days; 18 hrs content)</td>
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<td>Call-in Q&amp;A Sessions</td>
<td>(scope 6 1 hr vILT sessions for post-training; Eagle to facilitate w/UR SMEs online to answer questions; also scope 6 FAQ docs to distribute/post online)</td>
<td>July – August 2014</td>
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<tr>
<td>Workday Reporting w/Excel (2 hr sessions)</td>
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<td>August 2014</td>
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Design Status Update

- **COA/FDM** is effectively done, minimal changes from this point forward. Review and comment please!

- Security constraint discovered, requiring **delay of distributed entry and approval**. Date for rollout TBD, but definitively after July go-live.
  - Journal Entry Initiation and Approval at Divisional Finance or Central Finance
  - Supplier Invoice Initiation and Approval will remain paper based

- Report Security will be directly copied from Cognos – approximately 750 users.
  - All future Workday users should request Cognos access in next few months (in advance of go live). Cognos user access will be the basis for setting up Workday
  - Departments should evaluate any additional organizational segmentation based on FAO’s now to support reporting access.

- **Report writing will be limited** to Central and Divisional finance teams – movement toward standard reporting and online inquiry (much enhanced over historic approach).
Know your FDM

- From this point forward you need to know your Workday FDM elements
- Translate your 6-digit ledger accounts
- Translate your 4-digit sub codes
  - UR Financials, Project, General Information
  - Be familiar with Cost Center, Company and Fund
- Make yourself a cheat sheet – you will use it!
- Let’s go through some examples
Key Process Changes – Supplier Invoices

• Forms so far
Key Process Changes – Supplier Invoices

Departments responsible for Pcard, FedEx, SOLO-ordered supporting documentation (not Central Finance-AP)

• SOLO policy: Documentation shall include, at a minimum, order confirmations, packing slips/proof of receipt, return authorizations, etc.

• Purchasing defined list of suppliers (12):
Key Process Changes – Supplier Invoices

– Departments will continue to submit forms/invoices to AP
– PO invoices will continue to be entered into PMM as they are today
  • AP-imposed $10k+ approval requirement on invoices remains
  • Expired Blanket Order invoices will continue to be held for appropriate departmental follow up

– eRFP will be shutting down in June
Key Process Changes – Supplier Invoices

– Capital purchases not purchased via PMM PO will trigger notification to Purchasing to follow up with department.

• Departments no longer chose capital sub code. Depts will select appropriate Spend Category and Asset Book Rules will determine if the item should be capitalized
• F3, F4 and F34 with capital purchase may be delayed as we verify coding with Plant Acctg team – Divisional Finance should be approving these since they are not on PO
• Let’s look at these Spend Categories
Key Process Changes – Supplier Invoices

• Renewed efforts in the following areas
  – Increase use of 3-way match purchase orders
    • Blanket Orders are better than no PO in most situations
  – Suppliers should send invoices directly to AP
    • All PMM invoices should be mailed directly to AP from the supplier, not to department first
    • Suppliers should provide PO number on the invoice
Key Process Changes – Banking

Settlement

• The following are acceptable reasons for checks to be mailed back to departments:
  – Patient-related insurance refunds
  – Payment must accompany notarized/official documentation
  – Human Resources gratuity payments
  – Payee has a foreign address
  – Prize/Award payments, only if handed to the recipient at ceremony
    • Requests for other mail back reasons must be accompanied by Divisional Finance approval.
    • Ensure that the check mail back reason is designated and that Divisional Finance approval, where applicable, is on the RFP form prior to submitting

• ACH payments will be automated
  ▪ We are hoping many suppliers will prefer ACH payments over paper checks
  ▪ We do NOT want to move any suppliers to Wire
Key Dates

• AP SIG meetings being held 4th Thursday of the month, except April
  • 1:00-2:00pm Alumni and Advancement Ctr Seminar Rm
  • Please continue to reach out with questions and share project information with your Department
• Demo Days February 19-21
• Visit UR Financials Project website for additional information and materials from other meetings
  • http://www.rochester.edu/adminfinance/urfinancials/

*Remember to sign in and correct your division and department info as appropriate